Multi-Factor Authentication (MFA) Setup Guide

This guide will walk you through setting up Multi-Factor Authentication (MFA) for your work/school account. You will be required to register both the Microsoft Authenticator app and your phone number for secure access.

Step 1: Sign in to your account

Go to <u>https://aka.ms/mfasetup</u> from your **computer and not your phone** and enter your NSCAD email address, then click 'Next'.

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		Microsoft Sign in @nscad.ca Cart access your account?	
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Step 2: Enter your password

Enter your account password and click 'Sign in'.

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Step 3: Access Security Info

Once signed in, navigate to the 'Security info' page. Click on '+ Add sign-in method'.

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Authenticator

Select 'Microsoft Authenticator' from the list of available sign-in methods.



Step 5: Download the Authenticator App

If you haven't already, download and install the Microsoft Authenticator app on your mobile phone by choosing <u>Download Now</u> and then click 'Next'.



Step 6: Set up your account

Open the app on your phone, allow notifications, and add an account. Choose 'Work or school' when prompted.

Overview	Security info	
Security info	These are the methods you use to sign into your account or reset your password.	
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Step 7: Scan the QR code

Use the Microsoft Authenticator app to scan the QR code shown on your screen. After scanning, click 'Next'.

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Step 8: Test the Authenticator app

A test notification will be sent to your phone. Approve the sign-in by entering the number shown.

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Step 9: Confirmation

Once approved, you will see a confirmation message. Click 'Next' to finish setup.

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Step 10: Add a phone number

Repeat Step 3 to add another method. This time, choose 'Phone' and follow the prompts to register your number. You can choose to receive a code via text or a phone call.

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vacy	Microsoft Authenticator Approve sign-in requests or us	se one-time codes		
	123 Hardware token Sign in with a code from a har	rdware token		
_	Get a call or text to sign in wit	th a code		
				Step 11: Final Verification

Make sure both Microsoft Authenticator and Phone are listed under your Security info. You're all set!

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A Settings & Privacy	Microsoft Authenticator Push multi-factor authentication (MFA)			Delete
Recent activity	Lost device? Sign out everywhere			